



**Town of Norwood
Human Resources Department
Job Posting
Requisition #2016-024**

Title: Council on Aging Bus Driver – ON CALL
Department: Council on Aging/Norwood Senior Center
Location: 275 Prospect Street, Norwood
Status: On-call, hours may vary
Salary: \$20/per hour, non-benefitted

General Summary:* The Town of Norwood is seeking an experienced CDL driver to transport senior citizens of the Town to and from appointed destinations, including medical appointments, shopping, and Senior Center activities on an on-call basis during the absence of the full time COA Bus Driver. Works under the general direction of the Director of the Council on Aging.

Position duties:*

- Transport senior citizens to and from various destinations.
- Assists passengers in getting in and out of vehicle by opening doors and providing physical assistance to those who request or need it.
- Performs routine work of a very responsible nature requiring the exercise of considerable caution and safety when driving passengers to and from various locations.
- Operates a lift-operated bus with an automatic wheelchair lift and mobile telephone.
- Makes frequent contact with elderly passengers and their families, other town departments, local human service agencies, Council on Aging staff, and other town departments.
- Schedules and coordinates all transportation requests. Plans daily route.
- Performs daily vehicle inspection noticing any problems or damage; reports needed repairs. Monitors the performance of the bus to catch potential problems. Maintains cleanliness of bus at all times.
- All other duties as required by the official position description and as assigned by the Director of the Council on Aging.

Requirements:* This position requires a high school diploma or equivalent and commercial transportation experience. Additional requirements are listed below:

- Possession of valid C.D.L. and a satisfactory driving record.
- Ability to pass CORI and driving record check.
- Ability to obtain certification in First Aid, CPR and use of Defibrillator.
- Working knowledge of operation of large bus under various weather conditions & ability to learn to operate wheelchair lift.
- Ability to interact with senior citizens and disabled in positive and sensitive manner.
- Knowledge of Norwood streets helpful.

**This is a general summary and should not be considered an exhaustive list of all duties and requirements.*

Interested and qualified candidates should submit a cover letter, resume and Town of Norwood Employment Application to the fax number or email listed below. The application can be downloaded on the Town's website under the link for JOBS or by visiting the Human Resources Department. This position is OPEN UNTIL FILLED. Please reference requisition number 2016-024 on all application materials:

**Michelle Pizzi
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